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## Job Posting



### CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES

California Correctional Health Care Services

CAREER EXECUTIVE ASSIGNMENT  
JOB EXAMINATION ANNOUNCEMENT

JC-7846 - Associate Director, Information Technology Management and Analysis - CEA  
Level A

Final Filing Date:4/1/2016

#### Equal Opportunity Employer

The State of California is an equal opportunity employer that actively pursues and hires a diverse workforce. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability (mental or physical), gender identity or expression, genetic information, marital status, medical condition, military veteran status, national origin, political affiliation, pregnancy, race, religion or creed, sex, sexual orientation, or any other factor that is not related to the job.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

#### Position Details

Job Control #:	JC-7846
Position #(s):	042-030-7500-001
Working Title:	Associate Director, Information Technology Management and Analysis - CEA Level A C. E. A.

Classification: \$6,453.00 - \$9,277.00 A

# of Positions: 1

Work Location: Sacramento County

Job Type: Career Executive Assignment - Non Tenured, Full Time

#### Department Information

California Correctional Health Care Services was created to restore a constitutional level of health care for more than 100,000 inmates in California's correctional facilities. Providing quality care for people who previously had no voice in their own care is a noble cause and epic in scope. It requires individuals with an exceptional dedication to their profession and their patients.

#### Job Description and Duties

Under the general direction of the Deputy Director, Information Technology (IT), the Associate Director, Information Technology Management and Analysis provides leadership, guidance, and strategic direction to staff in the Information Technology Management Analysis Branch. This branch encompasses the Project Management Office, Governance, Budgets/Procurements/Contracts, Enterprise Architecture, Standards, Quality Assurance, Project Integration, and second/third level support for enterprise products as assigned.

Provide direction, management, technical assistance, and guidance to staff engaged in enterprise management activities, including business architecture, application architecture, data architecture, and technical architecture. Organizes, plans, and directs subordinate IT managers responsible for developing and managing statewide strategic/tactical policy and operational plans to monitor and review business processes to ensure that they are accurately described and meet business goals; review IT Systems designs to ensure that they meet business goals and as necessary interact with existing IT Systems; review data storage organization to ensure business needs are met and in line with security standards; review hardware and software infrastructure that supports applications and their interactions to ensure that they are adequate and make business sense; fosters innovation and prioritizes IT initiatives. Ensure the Department adheres to the technical architecture standards that are aligned with the State Chief Information Officer and mandates that include, Technical Architecture Standards, Technical Reviews, Technical plans such as System Architecture, Interfacing with State (CalTech) and participating on statewide committees, Technical Impact Analysis, Quality Assurance, System Integration/Analysis.

Provide direction, management, technical assistance, and guidance to staff engaged in and providing project management and oversight in assigned areas of responsibility to achieve standardization across the IT Services Division and CCHCS as a whole; initiates, manages, and monitors project activities, infrastructure, and logistics to include internal project oversight; ensures IT policies are published and adhered to, and that enterprise project risks are reported appropriately; interfaces and provides control agencies and legislature with a wide variety of required reports; develops, implements and leads IT governance efforts, metric reporting, enterprise processes, and setting priorities for projects/assignments; assists in establishing enterprise/IT policy as a member of various CCHCS committees Ensures that IT is providing services to customers at an acceptable level and meets the needs of programs. Reviews and monitors overall administration of IT contracts and purchasing; initiates project governance to assess project deliverables; contractor performance and the impact of projects on budgets; defines, develops, and standardizes project management practices, governance standards, processes, and metrics; evaluates information technology as it relates to established policy and standards.

Directly supervises Project Portfolio Managers that are responsible to oversee, coordinate, and manage the most complex IT projects. Is responsible to develop, establish, publish, educate, and train staff and consultants on the Department's project management standards, templates, processes, and tools. Responsible for System Integration/Analysis that encompasses IT Systems Analysis, Feasibility Study Report/Special Project Report and other project technical documents, Statement of Works, developing System Requirements, writing Disaster Recovery Plans, and performing Business Impact Analysis with associated reporting on findings.

Establish and maintain cooperative working relationships between the Information Technology Branch and its Regional Offices and the Department's client programs, agencies, CalTech, the Legislature, representatives of the Governor's Administration, California Department of Corrections and Rehabilitation, Bureau of State Audits, Office of the Inspector General, and Attorney General's Office executive management. Facilitates collaborative relationships with state and local agencies, community providers, other correctional systems, information technology organizations, contractors, and other stakeholder.

Collaborate with the administrative branch units of the Department to complete required documents and administer appropriate policies and procedures including Human Resources, Budgets, Business Services Office, Contracts and CalTech, General Services and other oversight agencies. Participates in conferences, meetings, hearings, and presentations involving problems or issues of considerable consequences or importance. Acts for the Deputy Director, IT in his or her absence, as needed.

## Application Instructions

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered.

Final Filing Date: 4/1/2016

### Who May Apply

### How To Apply

Completed Examination/Employment Application (STD 678) and applicable or required documents must be submitted to apply for this Job Posting. A completed copy of the Application Packet listing must be included, when submitting your application in hard copy.

### Address for Mailing Application Packages

You may mail your application and any applicable or required documents to:

California Correctional Health Care Services  
Attn: Melinda Martinez  
Executive Recruitment and Selection  
PO Box 588500, D-1, Personnel  
Elk Grove CA, 95758

### Address for Drop-Off Application Packages

You may drop off your application and any applicable or required documents at:

Melinda Martinez  
Executive Recruitment and Selection  
8280 Longleaf Drive, Building D-1  
Elk Grove CA, 95758  
08:00 AM - 05:00 PM

### Required Application Documents

Please submit the following items with your application. Applicants who do not submit the required items timely may not be considered for this job:

- State Examination/Employment Application STD Form 678. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Statement of Qualifications - A Statement of Qualifications that describes your experience, education, training, knowledge, skills, and abilities as they relate to the

information contained in the job description and duties and desirable qualifications sections in this bulletin. You must provide specific examples.

- Statement of Qualifications - The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance.
- Statement of Qualifications - The Statement of Qualifications should not exceed three pages in length nor be less than size 12 font.
- Statement of Qualifications - **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION. RESUMES DO NOT TAKE THE PLACE OF THE STATEMENT OF QUALIFICATIONS.**
- Other - A resume must be submitted that clearly addresses your experience and job titles, names and addresses of employers, periods of employment and education relevant to the minimum qualifications, desirable qualifications, and information contained in the position description sections in this bulletin.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

#### Examination Qualification Requirements

This position requires an examination to be appointed. Applicants must meet the Minimum Qualifications for the Position in order to compete in the examination.

All applicants must possess the knowledge and abilities, and any other requirements, described in this announcement.

Note: Eligibility to take a CEA examination does not require current permanent status in the civil service.

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#### General Qualifications

State civil service employees must possess essential general qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

### Knowledge and Abilities

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A - Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B - Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C - Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

### Desirable Qualifications

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

- Demonstrated experience in data processing, hardware platforms, enterprise software applications, enterprise architecture, and outsources systems.
- Strong management and leadership skills, particularly in the area of policy and program direction, and demonstrated ability to monitor workloads and accomplish stated objectives.
- Experience in the formulation and implementation of policies, procedures, and programs related to IT.
- Experience in strategic planning, project management, budget management, quality assurance, and program evaluation.
- Experience with systems design and development from business requirements analysis through day-to-day management.
- Knowledge of CCHCS' organization, goals, functions and policies; and an understanding of State administrative, legislative and budgetary procedures, and current management trends, including customer service, business organization and operations, and project management.
- Ability to communicate effectively, both orally and in writing, and to interact effectively with Legislators, law enforcement, and other governmental agencies, advocacy groups, community and civic leaders, departmental managers, staff, and the public.
- Ability to analyze complex problems and recommend and/or implement an effective course of action.
- Supervisory/administrative experience in an executive capacity, including the execution and or/evaluation of program policies. Experience which demonstrates the ability to implement IT policies and procedures.

### Examination Information

The examination process will consist of an evaluation of your application and statement of qualifications by a screening committee. The desirable qualifications and the job description and duties listed on the bulletin will be used as the evaluation criteria. It is important that you provide specific information and examples on how your experience, education, training, knowledge, skills, and abilities are applicable to the evaluation criteria, as the statement of qualifications will be the basis for your final score and rank on the eligible list. (Hiring

interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.)

If you meet the requirements stated in this announcement, you may take this competitive examination. Possession of the Examination Qualifications requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of others who take this examination, and all successful candidates will be ranked according to their scores.

A minimum rating of 70% must be attained in the Examination to obtain list eligibility for this position. All candidates will receive written notification of their examination results.

The results of this examination will be only be used to fill this position. Applications will be retained for twelve months.

Hiring interviews for the Job may be conducted with the most qualified candidates.

The examining Department reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

### Special Testing Arrangements

If you have a disability and need special testing arrangements, answer the Reasonable Accommodations question appropriately on your Application (STD 678). You will be contacted to make specific arrangements. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this announcement.

### Contact Information

The Hiring Unit Contact is available to answer questions regarding the position or application process.

- **Hiring Unit Contact:**  
Melinda Martinez  
(916) 691-2364  
[melinda.martinez@cdcr.ca.gov](mailto:melinda.martinez@cdcr.ca.gov)
- Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

**EEO Contact:**  
EEO Coordinator  
(916) 691-6035



Lisette.Fong@cdcr.ca.gov

- California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

Print Job Posting

Start a New Search



## Application Methods

You can apply for this job via the following method(s):

- By Mail
- Drop-off



## Alternate Application Process

While we recommend that you utilize your CalCareer Account to take advantage of all the tools available, you may choose to apply for this job without using your account. In this case, print and complete the Job Application Package Checklist and include it if you submit a hard copy application.

[Job Application Package Checklist](#)

[Blank Application Form \(STD 678\)](#)



## Additional Documentation

Class Specification(s):

- [C. E. A.](#)

[BACK TO TOP](#)

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[ACCESSIBILITY](#)

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